

Tuition & Fees Refund Policy

Each semester/term is invoiced individually. A 16-week bachelor semester may include individual 8-week courses as part of the overall registration, yet part-time students may register for an 8-week term individually. Masters courses are generally delivered in 8-week terms.

TUITION REFUNDS

The Business Office processes requests from students for tuition refunds after they have processed a Drop (before the end of Week 1) or Withdraw (thereafter) from their undergraduate or graduate courses through their Academic Advisor and/or the campus Registrar.

Tuition refunds are contingent on the drop or withdrawal date. It is the undergraduate/graduate student's responsibility to file a "Drop" or "Withdrawal" form (or email with their intention to Drop or Withdraw) with their academic advisors.

Tuition waivers for **dropped** courses are automatic, per below. In these cases, the charges are expunged from the student's account *except for the tuition deposit*, if less than 8 weeks before the semester.

The Rates for tuition waivers for Withdrawals are according to the schedule below. They are based upon the date of withdrawal as authorized by the university official who signs the withdrawal request.

Flat-fee (bachelor) tuition refunds are made only if a Drops and/or a Withdrawals reduces the total credit load *below* 12 credit hours (financial aid packages may be affected as a result of this procedure).

The following applies to any overall 16-week semester or any individual 8-week term registration:	16 Week Semester (including the full-time "flat" bachelor rate*)	8 Week Classes (including 8-week course for part-time bachelors and most masters)
Week 1 (Drop of Course Schedule)	100% tuition refund except tuition deposit	100% tuition refund except tuition deposit
Week 2 (Withdrawal)	75% tuition refund*	75% tuition refund
Week 3 (Withdrawal)	50% tuition refund	50% tuition refund
Week 4 (Withdrawal)	25% tuition refund	25% tuition refund
Week 5 (Withdrawal)	0%	0%
Week 6 (Withdrawal)	0%	0%
Week 7 (Withdrawal)	0%	0%
Week 8 (and beyond)	0%	0%

*** EXCEPTIONS:** If the student does not qualify for a waiver and wishes to petition for a percentage refund due to special circumstances (e.g., medical emergency), the student must submit a letter of explanation of special circumstances to the advisor. Additional documentation (such as a doctor's letter of verification) is required.

REFUNDS OF FEES: The matriculation fee, media, art and other class fees are non-refundable.